

City of Chattanooga, TN
Personnel Class Specification

Class code 0272

FLSA: Exempt

CLASSIFICATION TITLE: CLASSIFICATION/COMPENSATION ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate compensation administration for the City of Chattanooga, to include annual salary/benefits survey administration, performance appraisal program coordination, and advisement on compensation related issues.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administers annual/periodic surveys for collection of salary and benefits data; determines positions to be surveyed, participants to be included, and materials needed; analyzes salary and benefits data; analyzes survey data and prepares reports/recommendations for Mayor and Department Administrators regarding cost-of-living adjustments; creates various reports for participants and City officials as appropriate.

Analyzes salary data to determine internal/external equity, to assist consultant, or to determine whether external consultants are needed for re-evaluation of existing positions.

Coordinates process for evaluation of positions; reviews requests for salary reviews from departments or employees; analyzes position history and determines need for change or a new evaluation necessary; answers questions and advises employees for thorough completion of Comprehensive Position Questionnaires (CPQs) for evaluation.

Analyzes Comprehensive Position Questionnaires for accuracy; contacts department personnel for additional or clarifying information; requests job audits prior to evaluation as needed; conducts job audits at work sites to collect information; interviews employees, co-workers, and supervisors; utilizes data to evaluate positions and to determine need for a formal evaluation or further action.

Submits Comprehensive Position Questionnaires (CPQs) to external consultant for evaluation; contacts departments regarding results of evaluation of positions; discusses reasons for results and answers related questions.

Serves as liaison between the department and external consultant; advises consultant on issues relating to positions.

Analyzes salary data and prepares reports relating to compensation disputes for positions in question.

Assists City Attorney's office with determination for FLSA status for each classification.

Maintains current files of existing classification specifications and historical classification specifications; maintains files for each classification which may include position history information, salary data, or other information relating to the position.

Ensures compliance of job descriptions with requirements of Americans with Disabilities Act (ADA) and other legal provisions; recommends changes to job descriptions.

Monitors and coordinates the City's performance appraisal system; coordinates performance appraisal training for supervisors; updates list of supervisors for performance appraisal training; answers questions involving performance appraisals, including calculation of scores, setting weights for each factor, or dealing with appeals to performance ratings; reviews completed performance appraisals to identify scoring errors; maintains files of completed performance appraisals, retrieving files as needed; purges old/obsolete appraisal forms.

Participates in salary surveys performed by outside sources; ensures proper reporting of job matches, current salary ranges, and policies related to the City's compensation program.

Conducts smaller-scale telephone/e-mail surveys regarding compensation or pension information; contacts other municipalities to obtain comparative data; analyzes data and reports results.

Assists City departments with organizational structures; facilitates meetings with departments to understand changes occurring in department organizational structure and/or positions.

Counsels supervisors and employees on legal issues, City ordinances, and other related guidelines; clarifies policies and procedures relating to performance appraisals, position evaluations, legal issues, and other compensation related issues.

Conducts meetings with employees to answer questions regarding their positions or compensation; submits reports on meetings with analysis of the situation and plan of action.

Prepares responses to lawsuit claims; gathers historical and explanatory compensation data and documentation pertaining to positions in question.

Updates the classification section of the Personnel web page, using computer software.

Communicates with budget division on suggested changes to compensation.

Assists recruitment staff with proctoring large-scale testing events as needed; assists with placement activities as needed.

Performs special projects involving research and graphic presentations on human resources issues.

Consults with Assistant Personnel Director, Personnel Director, and other personnel to review work activities and controversial issues, review/resolve problems, receive advice/direction, and provide recommendations.

Performs administrative work in support of the department; drafts letters, memos, and reports for the Assistant Director and Director as appropriate; generates special reports from employee database.

Prepares or completes various forms, reports, correspondence, salary survey results/recommendations, position evaluation changes, classification specification changes, grade-order reports, responses to lawsuit claims, graphs, organizational charts, presentations, or other documents.

Receives various forms, reports, correspondence, salary rosters, salary surveys, requests for salary reviews, Comprehensive Position Questionnaires (CPQs), performance appraisals, lawsuit claims, professional journals, legal publications, laws, codes, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, graphic presentations, position evaluation software, web page administration, e-mail, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Communicates with department management, co-workers, City employees, department managers, supervisors, City officials, human resource professionals, consultants, attorneys, other municipalities, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of employment laws and other applicable laws/regulations; maintains an awareness of changing legislation and new trends in the profession; reads professional literature and summarizes into written/oral reports; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed; participates in other departmental projects/functions as needed, such as test administration; provides backup coverage for records specialist as needed.

Operates a motor vehicle to drive to off-site locations to conduct job audits or to conduct other work activities.

Conducts special statistical projects as assigned.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Human Resources Management, Compensation/Classification, Applied Psychology, Business Management, or closely related field; supplemented by one (1) year previous experience and/or training involving human resources administration, compensation and classification, statistical analysis, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: July, 2000